

**MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
TUESDAY, DECEMBER 17, 2002  
COUNTY COMMISSIONERS CHAMBERS, ROOM 112  
FIRST FLOOR, COUNTY-CITY BUILDING  
1:30 P.M.**

Commissioners Present: Bob Workman, Chair  
Bernie Heier, Vice Chair  
Kathy Campbell  
Larry Hudkins  
Ray Stevens

Others Present: Kerry Eagan, Chief Administrative Officer  
David Johnson, Deputy County Attorney  
Bruce Medcalf, County Clerk  
Trish Owen, Chief Deputy County Clerk  
Gwen Thorpe, Deputy Chief Administrative Officer

The Board of Commissioners meeting was convened at 1:30 p.m.

- 1) **MINUTES:** Approval of the minutes of the Board of Commissioners meetings held on Tuesday, December 3 and Tuesday, December 10, 2002.

**MOTION:** Campbell moved and Stevens seconded approval of the minutes of the Board of Commissioners meetings dated December 3, 2002 and December 10, 2002. Campbell, Hudkins, Heier, Workman and Stevens voted aye. Motion carried.

- 2) **SPECIAL PRESENTATIONS:**

**A. A one step pay increase, due to exceptional circumstances, for April Deeds, an employee with the County Attorney's Office.**

Gary Lacey, County Attorney, introduced April Deeds and briefly explained the exceptional circumstances for which Ms. Deeds received a one step pay increase.

**MOTION:** Hudkins moved and Heier seconded approval of a one step increase, due to exceptional circumstances for April Deeds, an employee with the County Attorney's Office. Heier, Campbell, Stevens, Hudkins and Workman voted aye. Motion carried.

3) **PUBLIC COMMENT:**

There was no public comment and the meeting proceeded as planned.

4) **CLAIMS FOR REVIEW:**

**A. Payment Voucher 782-2905, dated December 5, 2002. Families First and Foremost has requested payment to Wells Fargo Bus Payment Processing (VISA), in the amount of \$513.57, for a refrigerator and microwave purchased at Best Buy.**

Sheryl Schrepf, Executive Director of Families First and Foremost, appeared and stated that the Integrated Care Coordination Unit (ICCU) is located in Trabert Hall where a number of community meetings and training sessions will be held. She added that other social service agencies would also be using the unit. Schrepf stated the refrigerator was being used to store items for various meetings and to hopefully entice individuals to attend.

David Johnson, Deputy County Attorney, appeared and indicated he had reviewed the agreement with the Department of Health and Human Services (HHS), noting that it does discuss office furniture and supplies, however, there are no specifics regarding refrigerators or microwave ovens. He added that the agreement also discusses operational expenditures and that food is discussed under the travel section. Johnson also noted that the State contract does not mention meeting provisions and the requirement for food. Recommendation was for denial because it is not a proper use of County funds. Johnson indicated that past practice has been to allow refrigerators and microwaves in County agencies/departments by "passing the hat" within the office.

Stevens asked for clarification from the State regarding the office furniture and supplies provisions as outlined in the agreement.

Campbell inquired about staff use of the refrigerator and microwave.

Schrepf stated that the appliances were not for staff to use and noted that many of the staff have small refrigerators in their offices. She added that she would supply that information to the Board.

4) **CLAIMS FOR REVIEW CONTINUED:**

**MOTION:** Campbell moved and Hudkins seconded to hold Payment Voucher 782-2905, dated December 5, 2002. Families First and Foremost has requested payment to Wells Fargo Bus Payment Processing (VISA), in the amount of \$513.57, for a refrigerator and microwave purchased at Best Buy until Tuesday, January 7, 2003 to allow for clarification and additional information. Workman, Hudkins, Campbell, Stevens and Heier voted aye. Motion carried.

5) **CLAIMS: Approval of all claims processed through Tuesday, December 17, 2002.**

**MOTION:** Campbell moved and Hudkins seconded approval of all claims processed through December 17, 2002. Hudkins, Stevens, Workman, Heier and Campbell voted aye. Motion carried.

6) **PUBLIC HEARINGS:**

**A. Continuation of a public hearing regarding an application for Corporate Manager for Jeffrey J. Mann and a Class B (Beer Off Sale Only) liquor license for MMG Properties, LLC d/b/a The C-Station #103 located at 8805 Highway 6 in Lancaster County, Nebraska.**

The Chair reconvened the hearing and asked if anyone wished to provide testimony.

No one appeared and the hearing was closed. (Action to be taken under Consent Items.)

**B. Appointment of Marilyn Borchardt, Jan Gauger and James Mastera to the Board of Trustees of Hospital Authority Number 1 of Lancaster County, Nebraska.**

The Chair opened the public hearing and asked if anyone wished to provide testimony.

Lauren Wismer, attorney representing Hospital Authority Number 1, appeared and stated petitions for the reappointments were filed in the County Clerk's Office on December 4, 2002. He stated if approved Jan Gauger's term would expire July 30, 2003 and the terms for Marilyn Borchardt and Jim Mastera would expire July 30, 2007.

6) **PUBLIC HEARINGS CONTINUED:**

In response to a question asked by Stevens, Wismer stated other members of the Hospital Authority include Nancy Stara, Jim Linderholm and Dr. Richard Hammer.

**MOTION:** Hudkins moved and Stevens seconded approval of Resolution 02-0157 reappointing Marilyn Borchardt, Jan Gauger and James Mastera to the Board of Trustees of Hospital Authority Number 1 of Lancaster County, Nebraska.

Workman inquired about the responsibilities of the Hospital Authority.

Wismer stated the Hospital Authority was created in 1981 to serve as a vehicle to provide financing for private non-profit healthcare organizations within the boundaries of the County. He stated organizations using the Hospital Authority have been BryanLGH Medical Center, St. Elizabeth Regional Medical Center, Community Blood Bank, Dialysis Center, Madonna Rehabilitation Hospital, Tabitha and Lincoln Medical Education Foundation.

**ROLL CALL:** Heier, Workman, Hudkins, Campbell and Stevens voted aye.  
Motion carried.

7) **NEW BUSINESS:**

**A. A utility relocation agreement with the Lancaster Rural Water District Number 1 of Bennet, Nebraska for adjustment of the District's facilities relating to Project C55-QR-408(1) on South 120<sup>th</sup> Street from Bennet Road to Highway 2. The County shall pay up to \$45,150 for the services. (C-02-0588)**

**MOTION:** Heier moved and Hudkins seconded approval of a utility relocation agreement with the Lancaster Rural Water District Number 1 of Bennet, Nebraska for adjustment of the District's facilities relating to Project C55-QR-408(1) on South 120<sup>th</sup> Street from Bennet Road to Highway 2. The County shall pay up to \$45,150 for the services. Campbell, Stevens, Workman, Heier and Hudkins voted aye. Motion carried.

7) NEW BUSINESS CONTINUED:

- B. A utility relocation agreement with the Lancaster Rural Water District Number 1 of Bennet, Nebraska for adjustment of the District's facilities relating to Project C55-J-409(1) on East Van Dorn Street from South 112<sup>th</sup> Street to South 120<sup>th</sup> Street. The County shall pay up to \$21,525 for the services. (C-02-0589)**

**MOTION:** Campbell moved and Stevens seconded approval of a utility relocation agreement with the Lancaster Rural Water District Number 1 of Bennet, Nebraska for adjustment of the District's facilities relating to Project C55-J-409(1) on East Van Dorn Street from South 112<sup>th</sup> Street to South 120<sup>th</sup> Street. The County shall pay up to \$21,525 for the services. Heier, Workman, Stevens, Campbell and Hudkins voted aye. Motion carried.

- C. A contract with Professional Office Systems for the purchase and installation of power files for the Clerk of the District Court. The County shall purchase three power files with one year warranties. The County shall pay \$21,000 for the files and labor. (C-02-0590)**

**MOTION:** Hudkins moved and Stevens seconded approval of a contract with Professional Office Systems for the purchase and installation of power files for the Clerk of the District Court. The County shall purchase three power files with one year warranties. The County shall pay \$21,000 for the files and labor. Stevens, Hudkins, Heier, Workman and Campbell voted aye. Motion carried.

- D. A grant contract with Cedars Youth Services for the services of a Diversion Services Officer, a Case Manager and a Screener for juvenile offenders and their families. The County will grant \$77,361 from the grant fund for these services. Cedars Youth Services shall contribute \$15,000 in matching funds. The term of the agreement is August 1, 2002 to July 31, 2003. (C-02-0592)**

7) **NEW BUSINESS CONTINUED:**

**MOTION:** Hudkins moved and Stevens seconded approval of a grant contract with Cedars Youth Services for the services of a Diversion Services Officer, a Case Manager and a Screener for juvenile offenders and their families. The County will grant \$77,361 from the grant fund for these services. Cedars Youth Services shall contribute \$15,000 in matching funds. The term of the agreement is August 1, 2002 to July 31, 2003. Workman, Hudkins, Stevens and Heier voted aye. Campbell abstained from voting due to a conflict of interest. Motion carried.

**E. An agreement with Segal Advisors to assist Lancaster County in the development of a formal statement of investment policies and guidelines for the Lancaster County Employees Retirement Plan, and to negotiate with Nationwide Retirement Solutions, Inc. (NRS) and the County for the renewal of a contract to provide administrative and investment product services, which expires December 1, 2003. These services will be provided for a fixed fee of \$25,000. (C-02-0597)**

**MOTION:** Heier moved and Campbell seconded approval of an agreement with Segal Advisors to assist Lancaster County in the development of a formal statement of investment policies and guidelines for the Lancaster County Employees Retirement Plan, and to negotiate with Nationwide Retirement Solutions, Inc. (NRS) and the County for the renewal of a contract to provide administrative and investment product services, which expires December 1, 2003. These services will be provided for a fixed fee of \$25,000. Hudkins, Workman, Heier, Campbell and Stevens voted aye. Motion carried.

**F. Extending Lancaster County's agreement with Continuum for an employee assistance program for County employees. The agreement is for three years, beginning January 1, 2003, at a fixed fee of \$21,500 per year. (C-02-0591)**

**MOTION:** Campbell moved and Hudkins seconded approval of extending Lancaster County's agreement with Continuum for an employee assistance program for County employees. The agreement is for three years, beginning January 1, 2003, at a fixed fee of \$21,500 per year. Campbell, Heier, Stevens, Workman and Hudkins voted aye. Motion carried.

7) **NEW BUSINESS CONTINUED:**

**G. A resolution in the matter of authorizing the County Clerk to issue payments while the County Board is adjourned. (R-02-0149)**

**MOTION:** Heier moved and Campbell seconded approval of Resolution 02-0149 in the matter of authorizing the County Clerk to issue payments while the County Board is adjourned. Hudkins, Campbell, Stevens, Heier and Workman voted aye. Motion carried.

**H. A resolution in the matter of designating certain banks as depositories for Lancaster County. (R-02-0152)**

**MOTION:** Campbell moved and Heier seconded approval of Resolution 02-0152 in the matter of designating certain banks as depositories for Lancaster County. Campbell, Hudkins, Heier, Workman and Stevens voted aye. Motion carried.

**I. A resolution adopting a reduction in force policy applicable to non-union employees in the County Classified service. (R-02-0154)**

Diane Staab, Deputy County Attorney, appeared and briefly outlined the policy, noting that seniority and performance must be reviewed in the determination of which employees would be laid off.

**MOTION:** Stevens moved and Campbell seconded approval of Resolution 02-0154 adopting a reduction in force policy applicable to non-union employees in the County Classified service. Heier, Campbell, Stevens, Hudkins and Workman voted aye. Motion carried.

**J. A resolution setting the bonds of Elected Officials and the County Surveyor of Lancaster County. (R-02-0156)**

Kerry Eagan, Chief Administrative Officer, distributed and briefly discussed documentation regarding cost if bonds for elected officials and the county surveyor were to be increased to \$25,000 (Exhibit 1). He stated that if bonds set at \$5,000 were increased to \$10,000 there would be no additional cost.

Eagan noted that the attachment to the resolution does not include the Election Commissioner or the Deputy Election Commissioner because their bonds are set at a different time. If their bonds were increased to \$10,000 they would need to be included in the resolution.

7) **NEW BUSINESS CONTINUED:**

**MOTION:** Hudkins moved and Campbell seconded to accept the recommendation to set the bonds of Elected Officials and the County Surveyor of Lancaster County at \$10,000, with the exception of the County Assessor/Register of Deeds which would be set at \$15,000 and the Clerk of the District Court would remain at \$25,000.

Workman asked if the motion should include the Deputy Election Commissioner's bond increasing from \$5,000 to \$10,000.

The maker of the motion indicated that it should include the Deputy Election Commissioner's bond at \$10,000.

The seconder concurred.

**ROLL CALL:** Stevens, Workman, Heier, Campbell and Hudkins voted aye.  
Motion carried.

**K. A quitclaim deed with Loyd Heusinkvelt for property located at approximately Southwest 14<sup>th</sup> Street and Sprague Road in Lancaster County, Nebraska; Project BR-3280(3). (C-02-0593)**

**MOTION:** Campbell moved and Heier seconded approval of a quitclaim deed with Loyd Heusinkvelt for property located at approximately Southwest 14<sup>th</sup> Street and Sprague Road in Lancaster County, Nebraska; Project BR-3280(3). Workman, Hudkins, Campbell, Stevens and Heier voted aye. Motion carried.

**L. Recommendation from the Purchasing Agent and the Sheriff's Office to award a bid to OMB Police Supplies, in the amount of \$8,695, for five Whelen LED light bars with trade-in allowance. (B-02-0044)**

**MOTION:** Campbell moved and Heier seconded approval of the recommendation from the Purchasing Agent and the Sheriff's Office to award a bid to OMB Police Supplies, in the amount of \$8,695, for five Whelen LED light bars with trade-in allowance. Hudkins, Stevens, Workman, Heier and Campbell voted aye. Motion carried.

7) **NEW BUSINESS CONTINUED:**

**M. Request from Dave Fall for early retirement from Lancaster County.**

Georgia Glass, Personnel Director, appeared and explained the request should be for disability retirement.

**MOTION:** Hudkins moved and Stevens seconded approval of a request from Dave Fall for disability retirement from Lancaster County. Stevens, Workman, Campbell, Hudkins and Heier voted aye. Motion carried.

**N. Request from Knebel Insurance Services for a refund of personal property taxes for 1999, in the approximate amount of \$104.82, and for 2000, in the approximate amount of \$325.35.**

**MOTION:** Hudkins moved and Stevens seconded approval of a request from Knebel Insurance Services for a refund of personal property taxes for 1999, in the approximate amount of \$104.82, and for 2000, in the approximate amount of \$325.35. Heier, Workman, Hudkins, Campbell and Stevens. Motion carried.

**O. Request from Main Street Homes d/b/a Tony George Productions, Inc. for a refund of personal property taxes for 2001, in the approximate amount of \$513.80.**

**MOTION:** Campbell moved and Hudkins seconded approval of a request from Main Street Homes d/b/a Tony George Productions, Inc. for a refund of personal property taxes for 2001, in the approximate amount of \$513.80. Campbell, Stevens, Workman, Heier and Hudkins voted aye. Motion carried.

**P. Reappointment of Nicole Simon to the Lincoln-Lancaster Women's Commission, term to expire January 1, 2006.**

Bonnie Coffey, Executive Director of the Lincoln-Lancaster Women's Commission, appeared and indicated Ms. Simon's term should expire January 1, 2005 instead of January 1, 2006.

**MOTION:** Stevens moved and Hudkins seconded approval of the reappointment of Nicole Simon to the Lincoln-Lancaster Women's Commission, term to expire January 1, 2005. Heier, Workman, Stevens, Campbell and Hudkins voted aye. Motion carried.

7) **NEW BUSINESS CONTINUED:**

**Q. Appointment and reappointments of the following individuals to the Government Access and Information Committee (GAIC):**

- ▶ **Jim Langtry, term to expire January 1, 2004 (reappointment)**
- ▶ **Maura Kelly-Tolzin, term to expire January 1, 2004 (reappointment)**
- ▶ **James Lamphere, term to expire January 1, 2005 (reappointment)**
- ▶ **Shannon Ideus, term to expire January 1, 2004 (new appointment)**

**MOTION:** Hudkins moved and Heier seconded approval of the following appointment and reappointments to the Government Access and Information Committee: Shannon Ideus, term to expire January 1, 2004 (new appointment), Jim Langtry, term to expire January 1, 2004 (reappointment), Maura Kelly-Tolzin, term to expire January 1, 2004 (reappointment) and James Lamphere, term to expire January 1, 2005 (reappointment). Stevens, Hudkins, Heier, Workman and Campbell voted aye. Motion carried.

**R. Appointment and reappointments of the following individuals to the Lancaster County Extension Board:**

- ▶ **Sheila Kepler, term to expire January, 2006 (reappointment)**
- ▶ **Phil Rooney, term to expire January, 2006 (reappointment)**
- ▶ **Kendra Penrod, term to expire January, 2006 (new appointment)**

**MOTION:** Stevens moved and Hudkins seconded approval of the following appointment and reappointments to the Lancaster County Extension Board: Kendra Penrod, term to expire January, 2006 (new appointment), Phil Rooney, term to expire January, 2006 (reappointment) and Sheila Kepler, term to expire January, 2006 (reappointment). Workman, Campbell, Hudkins, Stevens and Heier voted aye. Motion carried.

8) **CONSENT ITEMS:** These are items of business that are routine which are expected to be adopted without dissent. Any individual item may be removed for special discussion and consideration by a Commissioner or by any member of the public without prior notice. Unless there is an exception, these items will be approved as one with a single vote of the Board of Commissioners. These items are approval of:

**A. Receive and Place on File:**

1. Records and Information Management's Monthly Report for November, 2002.
2. Register of Deeds Monthly Report for November, 2002.
3. Sheriff's Report of Fees for November, 2002.

**B. Setting of a public hearing for Tuesday, January 7, 2003 at 1:30 p.m. in the County Commissioners Chambers, Room 112, on the first floor of the County-City Building regarding County Final Plat 02027, Deer Trail, requested by Brian D. Carstens and Associates on behalf of Robert and Caryl Doolittle, for five lots on property generally located at Highway 77/South 12<sup>th</sup> Street and Martell Road in Lancaster County, Nebraska.**

**C. A resolution in the matter of authorizing the installation of the following traffic signs in Lancaster County, Nebraska: (R-02-0153)**

- ▶ Install a "Stop" sign at the intersection of Northwest 98<sup>th</sup> Street and West Little Salt Road for eastbound traffic.
- ▶ Replace the "T" intersection warning sign for eastbound traffic, located on West Little Salt Road one-tenth of a mile west of Northwest 98<sup>th</sup> Street with a "Stop Ahead" sign.
- ▶ Install hazard warning signs for eastbound and westbound traffic at various drainage structures (Q-55, Q-58, Q-61, Q-62, Q-64, Q-65 and Q-69). All structures are located on Pioneers Boulevard between South 148<sup>th</sup> Street and South 190<sup>th</sup> Street.

**D. A resolution in the matter of an application for Corporate Manager for Jeffrey J. Mann and an application for a Class B (Beer Off Sale Only) liquor license for MMG Properties, LLC d/b/a The C-Station #103 located at 8805 Highway 6 in Lancaster County, Nebraska. (R-02-0155)**

8) CONSENT ITEMS CONTINUED:

E. Right-of-way contracts relating to road improvements between the Lancaster County Engineering Department and the following:

- ▶ Eugene and Jeanette Theer, in the amount of \$3,355, at 4601 Eagle Ridge Road; Project BR-3300(2). (C-02-0594)
- ▶ William and Ardis Bundy, in the amount of \$406, at 21909 North 112<sup>th</sup> Street; Project BR-3380(4). (C-02-0595)
- ▶ Larry DeBoer, in the amount of \$5,700, at 7505 Firth Road; Project C55-X-402(5) (C-02-0596)

**MOTION:** Hudkins moved and Stevens seconded approval of the Consent Items. Hudkins, Workman, Heier, Campbell and Stevens voted aye. Motion carried.

9) ADJOURNMENT:

**MOTION:** Stevens moved and Hudkins seconded adjournment of the Board of Commissioners meeting at 2:22 p.m. Hudkins, Workman, Heier, Campbell and Stevens voted aye. Motion carried.

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Bruce Medcalf  
County Clerk

**MINUTES  
LANCASTER COUNTY BOARD OF EQUALIZATION  
TUESDAY, DECEMBER 17, 2002  
COUNTY COMMISSIONERS CHAMBERS, ROOM 112  
FIRST FLOOR, COUNTY-CITY BUILDING  
IMMEDIATELY FOLLOWING THE REGULAR BOARD OF COMMISSIONERS  
MEETING**

Commissioners Present: Bob Workman, Chair  
Bernie Heier, Vice Chair  
Kathy Campbell  
Larry Hudkins  
Ray Stevens

Others Present: Norm Agena, County Assessor  
Kerry Eagan, Chief Administrative Officer  
David Johnson, Deputy County Attorney  
Bruce Medcalf, County Clerk  
Trish Owen, Chief Deputy County Clerk  
Gwen Thorpe, Deputy Chief Administrative Officer

The Board of Equalization meeting was convened at 2:22 p.m.

- 1) **MINUTES:** Approval of the minutes of the Board of Equalization meeting held on Tuesday, December 10, 2002.

**MOTION:** Heier moved and Stevens seconded approval of the minutes of the Board of Equalization meeting dated December 10, 2002. Campbell, Hudkins, Heier, Workman and Stevens voted aye. Motion carried.

- 2) **PUBLIC COMMENT:**

There was no public comment and the meeting proceeded as planned.

- 3) **ADDITIONS AND DEDUCTIONS:**

**Approval of 129 additions and deductions to the tax assessment rolls per Exhibit A.**

**MOTION:** Campbell moved and Hudkins seconded approval of 129 additions and deductions to the tax assessment rolls. Stevens, Workman, Heier, Campbell and Hudkins voted aye. Motion carried.

4) **MOTOR VEHICLE TAX EXEMPTIONS:**

Horizons Community Church  
Martin Luther Homes Central, Inc.  
Nebraska Crop Improvement Association  
St. Mark's United Methodist Church  
Sheridan Lutheran Church  
Southeast Nebraska Mobile Diagnostic Services Inc.

**MOTION:** Heier moved and Campbell seconded approval of the motor vehicle tax exemptions. Workman, Hudkins, Campbell, Stevens and Heier voted aye. Motion carried.

5) **NOTICE OF VALUATION CHANGE FOR OMITTED OR UNDERVALUED PROPERTY:**

Setting of a public hearing for Tuesday, January 7, 2003 immediately following the Board of Commissioners regular meeting in Room 112 located on the first floor of the County-City Building regarding a notice of valuation change for omitted or undervalued property for Paula J Kort.

**MOTION:** Heier moved and Campbell seconded to set a public hearing for Tuesday, January 7, 2003 immediately following the Board of Commissioners regular meeting in Room 112 located on the first floor of the County-City Building regarding a notice of valuation change for omitted or undervalued property for Paula J Kort. Hudkins, Stevens, Workman, Heier and Campbell voted aye. Motion carried.

6) **ADJOURNMENT:**

**MOTION:** Campbell moved and Stevens seconded adjournment of the Board of Equalization meeting at 2:25 p.m. Stevens, Workman, Campbell, Hudkins and Heier voted aye. Motion carried.

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Bruce Medcalf  
County Clerk